



Department: Department Of Defense

Agency: Office of the Secretary of Defense

Job Announcement Number:
D61061

Overview

Digital Projects Librarian

Salary Range: 62,886.00 - 97,213.00 USD per year
NH-1410-III is equivalent to GS-12 - GS-13.

Series & Grade: NH-1410-III

Open Period: Monday, November 21, 2005
to Tuesday, December 20, 2005

Position Information: Full-Time
Permanent

Duty Locations: 1 vacancy - Ft Belvoir, VA

Who May Be Considered:

Announcement D61061 is open to the public. Prior federal service is not required. Only citizens of the United States may apply.

Job Summary:

This position is with the Defense Acquisition University

This position falls under the Defense Acquisition Demonstration Project. The salary range for the broadband level corresponds to the GS grades 12 to 13 rates of basic pay (salaries, including locality: \$61,194-\$94,598). For more information on the Demo Project, go to <http://www.acq.osd.mil/acqdemo/basics.html>

Key Requirements:

- U.S. Citizenship

Duties

Major Duties:

The incumbent serves as the expert responsible for the digital collection at the Defense Acquisition University. Develops, matures, and maintains technical aspects of digital storage environment containing the body of knowledge,

practice, training, and performance support materials for the workforce. Develops and implements policies and business rules appropriate to the University's digital environment. Recommends selection, maintenance, and replacement of all types of non-print infrastructure. Provides assistance with the creation and maintenance of organizational knowledge taxonomies. Maintains current on the standards, technologies, and techniques relevant to digital libraries to manage and support digitization or archival materials. Stores, identifies, and retrieves digital content for teaching, learning, and research systems. Works with database systems and may perform database administration duties. Develops, deploys and supports new database-driven production websites and empowers content creators by providing tools and architecture that supports their needs. Performs project management duties, employing accepted workflow or systems analysis techniques. Formulates, justifies, and executes the budget for the digital library program.

Qualifications and Evaluation

Qualifications:

One year of specialized experience equivalent in level of difficulty and responsibility to that of the GS-11 grade level in the federal service or comparable in difficulty and responsibility to the equivalent grade level if outside of federal service.

SPECIALIZED EXPERIENCE: Experience that provided full professional knowledge of the theories, principles, practices and objectives of librarianship, and an in-depth knowledge of library automation and integrated library systems in support of all library functions such as circulation, online public access catalog (OPAC), acquisition, interlibrary loan, serials, cataloging, etc.

Specialized Education: Applicants must meet the basic requirement **and** one year of specialized experience.

Basic Requirement: To qualify for this position you must meet one of the requirements described below.

1. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;

OR

2. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

You must be a U.S. citizen to qualify for this position.

Interagency Career Transition Assistance Program (ICTAP) Priority Consideration: If you are a displaced Federal Civil Service employee, you may be entitled to receive special priority selection under the ICTAP. Individuals who have special priority selection rights under the ICTAP must be "well qualified" for the position to receive consideration for special priority selection. An ICTAP eligible achieving a score of 80 or above (excluding veterans' preference) who meets the qualification requirements will be considered "well qualified." Please annotate your resume to reflect that you are applying as an ICTAP eligible.

Military Spouse Preference: If you are the spouse of an active duty military member, you may be eligible for Military Spouse Preference (MSP). To be eligible for MSP, you must have been married to your military sponsor prior to the reporting date to the new duty assignment, you accompanied your military sponsor on a permanent change of station (PCS) move, and the position for which you are applying is within the commuting area of your military sponsor's permanent new duty station. MSP applies if you are ranked among the "well qualified" for this vacancy. A MSP eligible achieving a score of 80 or above (excluding veterans' preference) who meets the qualification requirements will be considered "well qualified." Please annotate your resume to reflect that you are applying as a MSP eligible.

If an applicant is given a tentative job offer for this position and is unable to

meet any pre-employment requirements within a reasonable amount of time, management does have the right to withdraw the tentative job offer.

Retired Civil Service Employee -- Employment of retired Federal employees receiving an annuity is subject to the requirements of the Department of Defense (DoD) policy guidance. Further information on this DoD policy is available on www.cpms.osd.mil/fas/staffing. **This position does not meet the requirements for hiring federal annuitants.**

Permanent Change of Station (PCS)/Relocation expenses will not be paid.

How You Will Be Evaluated:

The DFAS DEU ensures that all applicants receive maximum objective consideration for job opportunities by utilizing an automated resume processing system to rank and rate applicants for referral. Your resume will be entered into this system and stored individually in the database. The automated referral system uses state-of-the art optical character recognition software and a skills extraction system to read and analyze your resume.

DFAS DEU personnel will search the database with the appropriate rating factors applicable to this position to identify the best-qualified candidates for referral.

An applicant's qualifying experience and education/training will be assigned to one of three quality levels. Experience that ranks in the highest quality level is considered superior experience. Experience that ranks in the lowest quality level is considered minimally qualifying experience. The applicant is assigned the quality level point value which best reflects the level of the applicant's experience and education.

Resumes are rated using a numeric rating procedure.

How to Apply

How To Apply:

You may submit an online application for this position by selecting the 'Apply Online' button at the bottom of this announcement or by connecting to http://www.dod.mil/dfas/careers/nonstatus/ca_ns_deuVerify.htm/

You must submit your application so that it will be received by the closing date of the announcement.

When using the DFAS DEU Job Kit, the appropriate geographic location code for this position is 0048. Please follow the instructions in the DFAS DEU Job Kit for the proper placement of this code in your resume. When using the on-line resume builder, click on the box for 'Fort Belvoir-All Others, Virginia.'

The DFAS DEU does not accept SF-171s, OF-612s or other types of application submissions. Only resumes submitted via the DFAS DEU on-line resume builder located at www.dod.mil/dfas/careers/nonstatus/ or resumes formatted and submitted in compliance with instructions contained in the most current DFAS DEU Job Kit will be accepted. Incomplete or improperly formatted resumes will not be processed. Applicants who wish to apply by hardcopy or e-mail may obtain a copy of the DEU Job Kit from the website listed above or by calling the DFAS DEU at (816) 926-1522. The DFAS DEU TDD number for the hearing impaired is (816) 926-3215.

Use of a postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in postage-paid government envelopes **will not be accepted**.

Electronic resumes must be received by 11:00 p.m., eastern time on the closing date in order to be considered. If submitting a hard copy resume, it must be received in this office by 4:00 p.m. central time on the closing date.

No additional documentation will be accepted with the resume. Applicants will be contacted if additional documentation is needed. You may be required to provide documentation prior to appointment if one of the following applies:

- If you are a displaced Federal Civil Service employee claiming ICTAP eligibility, you must submit proof prior to appointment that you meet the requirements of 5CFR 330.704 for ICTAP. This includes a copy of the agency separation notice, your most recent performance appraisal and a copy of your most recent SF-50 noting current or former position, grade level, and duty location.
- If you are claiming Military Spouse Preference, you must submit, prior to appointment, a copy of the military sponsor's PCS orders.
- If qualified based on education, you must provide an official transcript

to the appointing agency prior to beginning work.

- If you are claiming veterans' preference, you will be asked for proof of your veterans' preference prior to appointment. Your eligibility for appointment may be jeopardized if there is a discrepancy in your veterans' preference status. Upon selection, you must provide a copy of your DD-214 to the selecting agency prior to beginning work.

Contact Information:

NANCY NULL

Phone: (816) 926-1522

TDD: (816) 926-3215

Internet: nancy.null@dfas.mil

Or write:

Defense Finance & Accounting Service

DFAS/DEU Attn: QKD

1500 E. Bannister Road

Kansas City, MO 64197-0001

US

What To Expect Next:

Applicants will receive acknowledgement of receipt of their resume submission within 7-10 workdays.

Benefits and Other Information

Benefits:

[Benefits Information](#)

Other Information:

A one-year probationary or trial period may be required.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

Defense Finance & Accounting Service
DFAS/DEU Attn: QKD
1500 E. Bannister Road
Kansas City, MO 64197-0001
US



Questions?

For questions about this job:

NANCY NULL
Phone: (816) 926-1522
TDD: (816) 926-3215
Internet: nancy.null@dfas.mil

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